DOCUMENT RESUME

ED 080 593 TM 003 110

TITLE	Doing Your Best on Aptitude Tests.
INSTITUTION	Manpower Administration (DOL), Washington, D.C.
NOTE	14p.
AVAILABLE FROM	Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 ($0.25)
EDRS PRICE	MF-$0.65 HC-$3.29
DESCRIPTORS	*Aptitude Tests; *Guides; Tests; *Test Wiseness

ABSTRACT

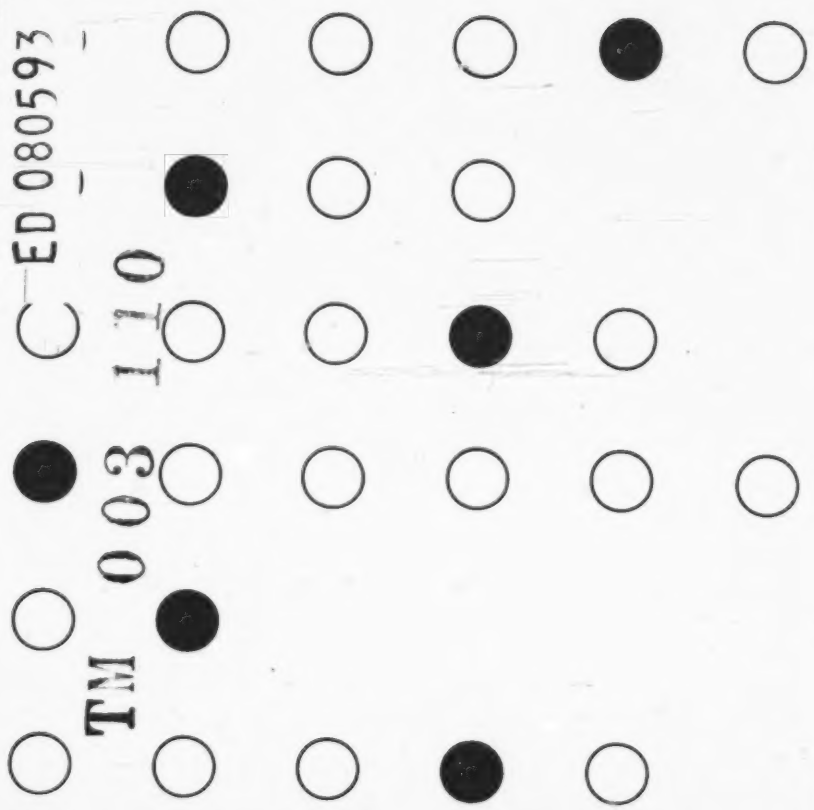
This booklet is a guide to taking an aptitude test. The sections of the booklet briefly discuss the following: Why Take an Aptitude Test? How Should You Study for Aptitude Tests?; Your Physical Condition Is Important; How You Feel about Taking Tests Makes a Difference; The Ones Who Give the Tests Are There to Help You; Here Are Some Rules to Know--1. Work as fast as you can, 2. Whenever you think you know the right answer, put it down, 3. Always follow directions, and 4. Don't give up. A short sample test and sample answer sheet are provided, together with the right answers. The fact that on some aptitude tests the hands as well as the head are used is pointed out. A test to learn how much the reader has learned about taking aptitude tests is provided along with the correct answers. The booklet concludes with some hints for taking tests. (DB)

FILMED FROM BEST AVAILABLE COPY

DOING YOUR BEST ON APTITUDE TESTS

U S DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
EDUCATION
THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINT OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

ED 080593
TM 003 110



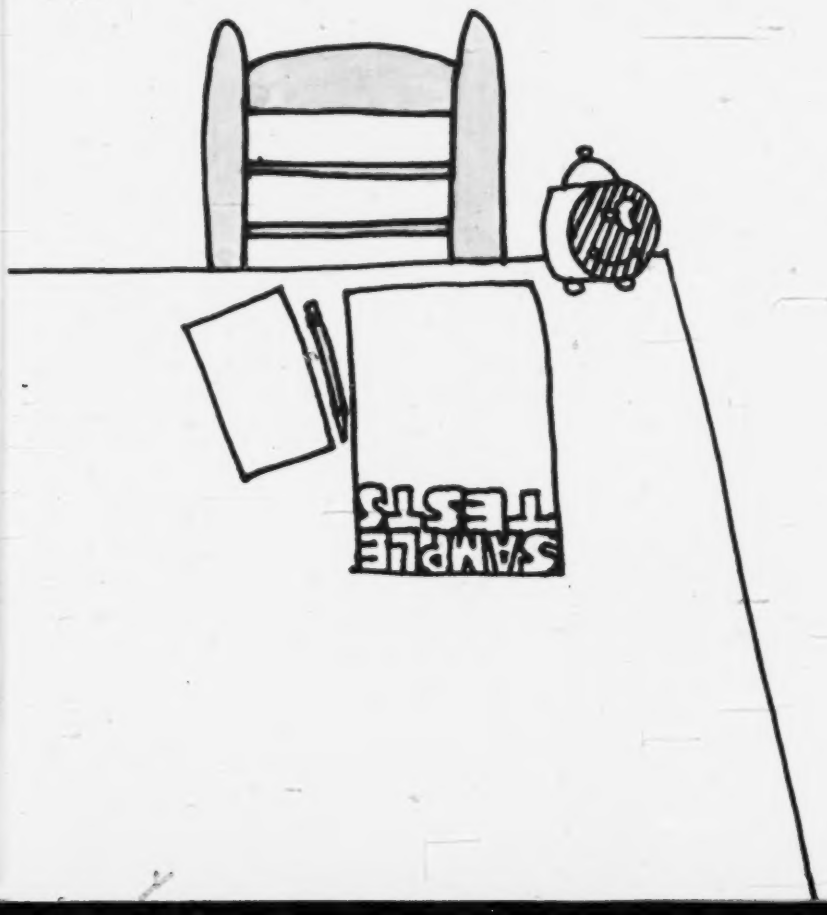
WHY TAKE AN APTITUDE TEST?

Aptitude tests help you find out what you can learn to do best. You may have the aptitudes needed for many different jobs. You may have the aptitudes needed for job training. Your aptitudes may be for school kinds of learning, or for on-the-job kinds of learning, or for both. Aptitude tests show you some of the jobs you could learn if you had the chance and interest to do them.

Aptitude tests are not the only way of finding out what you can do. But when aptitude tests are used along with what you know about yourself already, they can be sign posts that point in the direction of success.

HOW SHOULD YOU STUDY FOR APTITUDE TESTS?

You can't study directly for aptitude tests. But you can get ready to do your best on them. How? By taking tests. Any test you take can help you learn how to take other tests. Take tests in newspapers, magazines, quiz books, or even school books. Be sure to set time limits for yourself if they are not set for you. By taking tests you learn what kinds of questions are asked and how to answer them.



YOUR PHYSICAL CONDITION IS IMPORTANT

If you are not well, you can't do your best work on aptitude tests. If you are half asleep, you can't do your best either. Here are some tips:

Get about the same amount of sleep you usually get. Don't stay up all night before the test, either partying or worrying—DON'T DO IT.

If you wear glasses, be sure to wear them when you go to take the test. This goes for hearing aids, too.

If you have any physical problems that may keep you from doing your best, be sure to tell the person giving the test. If you are sick or in poor health, you really cannot do your best on any test. You can always come back and take the test some other time.

HOW YOU FEEL ABOUT TAKING TESTS MAKES A DIFFERENCE

Some people complain about being nervous when they have to take a test. Remember, whenever something important happens to you, you are *supposed* to get a little nervous. Just as a pitcher warms up before a ball game, your mind and body are trying to warm up for the test by getting nervous.

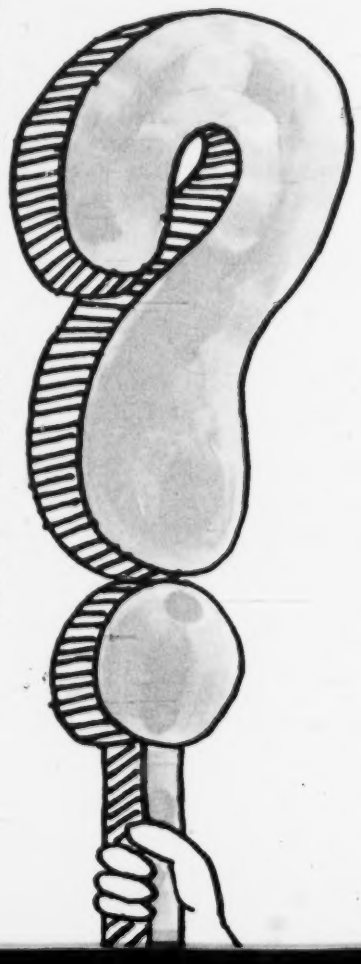
If you are ready to take a test, you will be like a well-trained ball player. Your nervousness will get you warmed up but not tired out before you take a test.

Give yourself plenty of time to get to the test and even be early so you can sit down and relax for a few minutes before the test.

THE ONES WHO GIVE THE TESTS ARE THERE TO HELP YOU

When you take a test, it is easy to think that the persons giving the test are trying to give you a rough time. But they are really trying to help you know what to do on the test and how to go about it. Ask questions if there is anything you don't understand.

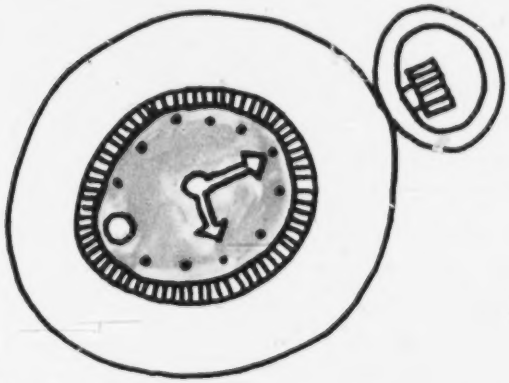
Don't be the strong silent type who asks no questions and then gets simple test questions wrong because he doesn't know what he is supposed to do. ASK QUESTIONS!



HERE ARE SOME RULES TO KNOW

RULE 1. **Work as fast as you can.**

Most aptitude tests have short time limits and many questions. To get your best score you must work as quickly as you can. Each part is made so long that you can't finish, but the more you do correctly the better your score will be. To do your best you must work at your top speed during the time allowed.



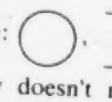
If you waste time on one question either by trying to puzzle out the right answer or by changing the answer many times, you can't get to questions that might be easier. Don't let the hard parts of the test keep you from doing well on the easy parts.

RULE 2. **Whenever you think you know the right answer, put it down.**

Don't answer a question if you have no idea of the right answer. Do answer a question if you think you know the answer even if you are not sure it is right. In a nutshell, Rule 2 means "Don't be afraid to answer when you aren't sure you are right, but don't guess wildly."

RULE 3. **Always follow directions.**

Start working on the test as soon as you are told to start, but not before. Stop when you are told to stop. A good test score means that you followed directions and marked the right answers. A poor test score may mean that you just didn't follow directions.

On some tests, you mark your answers in the test booklet, but on most tests you mark your answers on a separate answer sheet. You mark your answers by filling in an answer space shaped like one of these:  It really doesn't matter what the answer space is like; your job is to fill in the one that shows the right answer.

RULE 4. **Don't give up.**

Some tests are easy. Others are hard. But DON'T GIVE UP just because a test has a lot of hard questions. It's probably just as hard for the others taking the same test.

HERE IS A SHORT SAMPLE TEST

Try answering these questions, and you will have a good idea of what aptitude tests are like.

Remember: many tests have short time limits. So, you should work as quickly and as accurately as you can. You should not be afraid to skip questions or to mark answers you are not sure about.

Mark your answers on the answer sheet. Work as quickly as you can. The test should take you about three minutes.

READY?
TURN
THE
PAGE.
BEGIN!

1. Which two words have the same meaning?
   (a) open (b) happy (c) glad (d) green

2. Which two words have the opposite meaning?
   (a) old (b) dry (c) cold (d) young

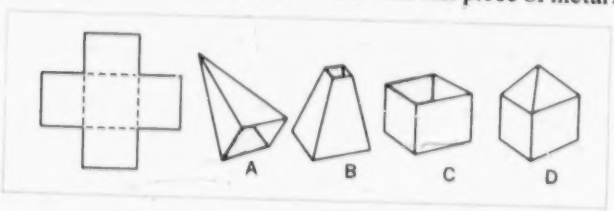
3. Add (+)

   766
   11

   (A) 677 (C) 777
   (B) 755 (D) 656

4. A man works 8 hours a day, 40 hours a week. He earns $1.40 an hour. How much does he earn each week?
   (A) $40.00 (C) $50.60
   (B) $44.60 (D) $56.00

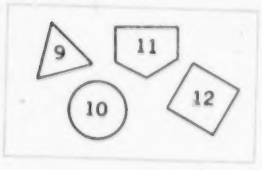
5. At the left is a drawing of a flat piece of metal. Which object at the right can be made from this piece of metal?

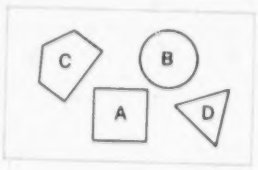


Which pairs of names are the same (S) and which are different (D)?

6. W. W. Jason . . . W. W. Jason
7. Johnson & Johnson . . . Johnson & Johnsen
8. Harold Jones Co. . . . Harold Jones and Co.

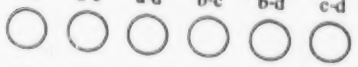
For questions 9 through 12 find the lettered figure exactly like the numbered figure.



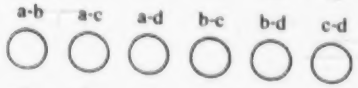


SAMPLE ANSWER SHEET

1. a-b a-c a-d b-c b-d c-d

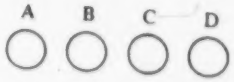


2. a-b a-c a-d b-c b-d c-d

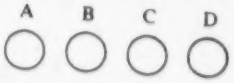


3. A B C D

4. A B C D



5. A B C D

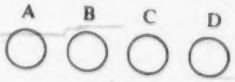


6. S D

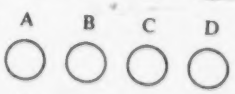
7. S D

8. S D

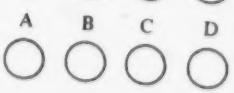
9. A B C D



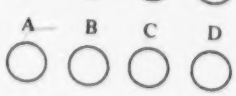
10. A B C D



11. A B C D



12. A B C D



Now that you have taken the test, tear off this page and check your answers against the next page.

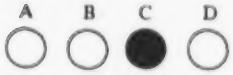
SEE IF YOU MARKED YOUR ANSWERS LIKE THIS

If your answers are not the same as these, go back over the test to find out why.

1. a-b a-c a-d b-c b-d c-d

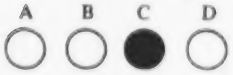
2. a-b a-c a-d b-c b-d c-d

3. A B C D



4. A B C D

5. A B C D



6. S D

7. S D

8. S D

9. A B C D

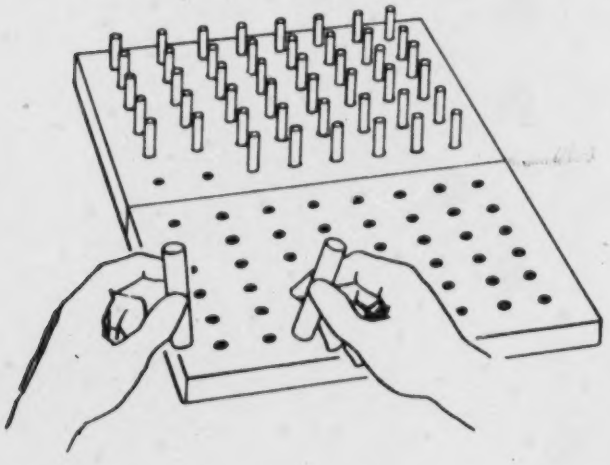
10. A B C D

11. A B C D

12. A B C D

YOU USE YOUR HANDS AS WELL AS YOUR HEAD ON SOME APTITUDE TESTS

Not all aptitude tests are paper and pencil tests. Some have you work with your hands.



FOR REVIEW

How much have you learned about taking aptitude tests? Take this test to find out:

Blacken the circle under "true" or "false" for each question

	True	False
1. The purpose of an aptitude test is to screen people out of jobs or job training	☐	☐
2. Some people don't have aptitude for any kinds of work	☐	☐
3. One way to get ready to take a test is to practice on another test	☐	☐
4. Get plenty of rest the night before the test	☐	☐
5. The job of the people who give the tests is to keep the ones taking the tests in line	☐	☐
6. When you get to the testing room, listen but don't ask questions	☐	☐
7. You can't do your best on aptitude tests if you are nervous	☐	☐
8. To do your best on aptitude tests work as fast as you can	☐	☐
9. Answer questions if you think you know the right answer, even if you aren't sure	☐	☐
10. Always follow directions	☐	☐

CHECK YOUR ANSWERS

The answers to questions 1 and 2 are "false." Aptitude tests are to help you find out what you can do best, not to find out what you can't do. And everyone has aptitude for some kinds of work.

The answers to questions 3 and 4 are "true." Give your body plenty of rest and give your brain some exercise.

The answers to questions 5, 6, and 7 are "false." Remember that the people who give the tests are there to help you. That's their job, so don't be afraid to ask questions. If you're a little nervous don't worry—it may help you to do better.

The answers to questions 8, 9, and 10 are "true." Follow these rules and you will do your best on aptitude tests.

HERE ARE SOME HINTS FOR TAKING TESTS

1. Get ready for the test by taking other tests on your own.
2. Don't let the thought of taking a test throw you, but being a little nervous won't hurt you.
3. Arrive early, rested, and prepared to take the test.
4. Ask questions until you understand what you are supposed to do.
5. Some parts of the test may be easier than others. Don't let the hard parts keep you from doing well on the easier parts.
6. Keep time limits in mind when you take a test.
7. Don't be afraid to answer when you aren't sure you are right, but don't guess wildly.
8. Work as fast as you can but try not to make mistakes. Some tests have short time limits.

U.S. Department of Labor • Manpower Administration

U. S. GOVERNMENT PRINTING OFFICE : 1971 O - 444-789

For sale by the Superintendent of Documents, U.S. Government Printing Office
Washington, D.C. 20402 - Price 25 cents